



Job title:	Arcadia summer intern
Location:	Westminster, London
Hours:	35 hours a week
Contract type:	Temporary – six weeks in July and August
Pay:	£600 a week
Reports to:	Cultural Grants Manager

Arcadia is looking for a summer intern to work with our cultural grants manager. The intern will collect and analyse data to produce a report on cultural heritage organizations and documentation projects in Latin America and will give a presentation based on their work at the end of the internship.

Arcadia (www.arcadiahfund.org.uk) is a grant-making fund. We support charities and scholarly institutions that preserve cultural heritage and the environment and promote open access. Since 2002, Arcadia has awarded more than \$777 million in grants to projects around the world.

Skills, experience and interests:

We are looking for an intern with:

- Excellent research, writing and presentation skills;
- The ability to understand, interpret, and analyse data;
- The ability to take direction, but also to work independently; and
- A demonstrable interest in history / archives and archival practices / intangible culture / indigenous rights / open access / charities and philanthropy.

Eligibility

To apply you need to be enrolled as a full or part-time student on an undergraduate or taught Master's degree, with the right to work in the UK.

Application process:

Please send us a CV (of no more than two A4 pages) and a covering statement of no more than 800 words that answers the following questions:

- 1) Why are you interested in a summer internship with Arcadia?
- 2) What experience do you have of conducting independent research projects?
- 3) Why are you particularly suited to researching Latin American heritage organizations and documentation projects?

Please send your CV and covering statement to intern@arcadiahfund.org.uk by 12 noon on 2 April. Please also confirm that you are available on the dates below.



Schedule:

Closing date for applications – 2 April at 12 noon.

Interviews (by video call) – week commencing 12 April.

Induction (internship start) – 12 July.

Presentation (internship end) – 27 August.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage or civil partnerships.